

**FEDERAL PROCUREMENT DATA SYSTEM**

**REPORTING MANUAL**

**Amendment 5**

**JULY 2000**



- Code E - Order Under Single Award Indefinite Delivery Contract (IDC). Report this code when the action is an order under a single award indefinite delivery contract awarded by any agency. Orders under federal schedule contracts shall be reported as code G rather than E. Orders under multiple award task order or delivery order, indefinite delivery indefinite quantity (IDIQ) contracts shall be reported as code L. See Appendix B for definition of indefinite delivery contracts.
- Code F - Order Under Basic Ordering Agreement (BOA). Report this code when the action is an order under a BOA awarded by any agency.
- Code G - Order/Modification Under Federal Schedule. Report this code when the action is an order, modification to an order, or termination of an order under a federal schedule contract. Also, report this code when the action is an order/call against a BPA under a federal schedule contract. For an order/call against a BPA under a federal schedule contract, report the federal schedule number in Item 2, and the BPA order number in Item 4. (See Appendix B for definition of federal schedule contract and Part III, C.3c. for instructions on reporting orders against federal schedule contracts.) Orders under GSA area-wide contracts for utility services shall be reported as code E rather than code G.
- Code H - Modification. Report this code when the action is a modification to an existing letter contract, definitive contract, or order (except a modification to an order under a federal schedule contract shall be reported under code G).
- Code J - Termination for Default. Report this code when the action is a modification that executes a termination for default settlement (except a modification to an order under a federal schedule contract shall be reported under code G).
- Code K - Termination for Convenience. Report this code when the action is a modification that executes a termination for convenience settlement (except a modification to an order under a federal schedule contract shall be reported under code G).
- Code L - Order Under Multiple Award Contract. Report this code when the action is a task order for services or a delivery order for supplies and equipment issued under a multiple award IDIQ contract awarded by any agency pursuant to the multiple award preference set forth in FAR 16.504(c)(1) or 16.504(c)(2). See Appendix B for definition of task order and delivery order IDIQ contracts.

- Code Z - Initial Load of Federal Schedule Contract. Report this code for the initial load of a federal schedule contract. This code is authorized for use only by GSA and VA pursuant to Part III paragraph C.3b. (See Appendix B for definition of federal schedule contract.) **CHANGES TO FEDERAL SCHEDULES MUST BE MADE BY CORRECTING RECORDS ONLY.**

<b>Item 10. DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION</b>
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Leave blank if Item 9 is coded Z (GSA or VA).

Report the amount obligated or deobligated by the reported action in eight digits with leading zeros as necessary. The amount reported shall be rounded to the nearest thousand and then truncated to eliminate the zeros resulting from the rounding. For example, \$25,498.50 will be rounded to \$25,000 and reported as 00000025 while \$25,501.60 will be rounded to \$26,000 and reported as 00000026. Obligations and deobligations between minus \$500 and plus \$500, when rounded to the nearest thousand dollars, would result in a zero entry and shall not be reported to the FPDS.

<b>Item 11. TYPE OF OBLIGATION</b>
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Leave blank if Item 9 is coded Z (GSA or VA).

- Code A - Obligated. Report this code if the action obligates dollars.
- Code B - Deobligated. Report this code if the action deobligates dollars.

<b>Item 12. PRINCIPAL PRODUCT OR SERVICE</b>
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Leave blank if Item 9 is coded Z (GSA or VA).

a. Report the four (4) character code from the FPDS Product and Service Codes Manual identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or deobligated for the contract/action.

~~a~~.b. For research and development, report the appropriate code from Section I, Part A of the FPDS Product and Service Codes Manual. These codes begin with the letter "A".

Do not report R&D codes for acquisitions, rental, or lease of supplies or services when incidental to and purchased separately from R&D work. Such services, supplies, or equipment shall be coded in accordance with Section I, Parts B and C, of the FPDS Product and Service Codes Manual, even though R&D appropriations are used. Do not use R&D codes for orders under federal schedule contracts.

~~a~~.c. For services other than research and development, report the appropriate code from Section I, Part B, of the FPDS Product and

Service Codes Manual. These codes begin with a letter other than "A".

- a.d. For supplies and equipment, report the appropriate code from Section I, Part C of the FPDS Product and Service Codes Manual. These codes are numeric.

<p><del>Item 13b</del> <u>Item 13.</u> PRINCIPAL NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE</p>
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~~Report~~ the six (6) digit code from the North American Industry Classification System (NAICS) Manual. ~~blank~~—There is a crosswalk from SIC to NAICS codes on the Census website using the address <http://www.census.gov/epcd/www/naics.html>. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of the dollars obligated or deobligated for the contract/action.



<b>Item 14. COMMERCIAL ITEM ACQUISITION</b>
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Report the appropriate code.

- Code Y - Yes. Report this code if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included in the contract.
- Code N - No. Report this code if the action is not for a commercial item procured pursuant to FAR Part 12 procedures.

<b>Item 15. CONTRACTOR NAME</b>
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Report the name of the contractor (up to 30 characters) receiving the award. For awards under the 8(a) Contract Award program, report the name of the performing contractor, not the Small Business Administration (SBA).



**Item 18. CONTRACT FOR FOREIGN GOVERNMENT OR INTERNATIONAL ORGANIZATION**

Leave blank if Item 9 is coded Z (GSA or VA).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report code Y if a foreign government or international organization bears any part of the cost of the action. Otherwise, enter code N. (See Part III, C.3e, Multiple Reporting.) If code Y is reported, DO NOT report Items 19-35 and 40-47.

**Item 19. TARIFF OR REGULATED (PRE-CICA)**

Leave blank if Item 9 is coded Z (GSA or VA).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report this item when Item 25 is coded D; otherwise leave blank.

Report code Y if the action involves a tariff or regulated acquisition when the supplier is a sole source and service rates are fixed or adjusted by a Federal, State or other public regulatory body. Otherwise, report code N.

**Item 20. PERFORMANCE-BASED SERVICE CONTRACTING (PBSC)**

Leave blank if Item 16 is coded UNICOR (DUNS 626627459).

Leave blank if Item 9 is coded Z (GSA or VA).

Leave blank if Item 18 is coded Y.

Report Y if the contract meets the requirements described below.  
Report N if the contract does not meet the requirements described below.

Performance-Based Service Contracts (PBSC) define work in measurable, outcome - oriented terms. PBSCs do not use imprecise or broad statements of work; prescribe how to perform the work; or specify job categories or personnel qualifications (i.e., resumes). FAR 37.601 define the minimum essential elements of a PBSC. A PBSC -

- a. Describes the requirements in terms of results required rather than the methods of performance of the work;
- ~~a~~.b. Uses measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.) and quality assurance surveillance plans (see 46.103(a) and 46.401(a));
- ~~a~~.c. Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see 46.407); and
- ~~a~~.d. Includes performance incentives where appropriate.

For FPDS reporting purposes, a minimum of 80% of the anticipated obligations under the procurement action must meet the above requirements.

PBSC applies to service codes. PSC must begin with 'A' through 'X' except for Architect/Engineering (A/E) (PSC begins with 'C'), Utilities (PSC begins with 'S1'). ~~SIC must not begin with '15', '16', or '17' (Construction) or~~ NAICS must not begin with '233' (except for 233110), '234', or '235' (Construction).

The dollar threshold for reporting PBSC is for procurement actions with an estimated value over \$100,000, and the action date is equal to or greater than October 1, 2000.

NOTE: Product and Service Codes should always be selected based upon the services being provided not the source of funding.

<b>Item 21. BUNDLING OF CONTRACT REQUIREMENTS</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

for the option year. If the contract is incrementally funded, report the completion date for the entire contract period.

<b>Item 37. CONTRACTOR'S TIN</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the taxpayer identification number (TIN) for the contractor receiving the award. For awards under the 8(a) Contract Award Program, report the TIN of the performing contractor, not the Small Business Administration.

Contractor TIN is required for all contract actions except the following:

- Any contract with a contractor who, in making the agreement, is acting in his or her capacity as an employee of a Federal executive agency (e.g. any contract of employment under which the employee is paid wages subject to income tax withholdings);
- Any contract with a foreign government (or any agency or instrumentality thereof);
- Any contract with a state or local governmental unit (or any agency or instrumentality thereof); or
- Any contract with a person who is not required to have a TIN, such as a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the US and does not have an office or place of business or a fiscal or paying agent in the US.

<b>Item 38. COMMON PARENT'S NAME</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the name of the common parent of the affiliated group if the contractor receiving the award is a member of an affiliated group of corporations that files its Federal income tax returns on a consolidated basis. Leave blank if not applicable.

<b>Item 39. COMMON PARENT'S TIN</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Required if Item 3~~7~~8 is completed; otherwise, leave blank.

Report the taxpayer identification number (TIN) of the common parent of the affiliated group if the contractor receiving the award is a member of an affiliated group of corporations that files its Federal income tax returns on a consolidated basis.

**Item 40. ~~RESERVED FOR FPDS~~ VETERAN OWNED SMALL BUSINESS (VOSB)**

~~This item is reserved.~~ Leave blank if Item 18 is coded Y.  
Leave blank if Item 9 is coded G.  
Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report one of the codes below for each action reported:

- Code A - Service Disabled Veteran Owned Small Business. Report this code if the concern is a small business owned by a service disabled veteran(s). See FAR Part 19.
- Code B - Veteran Owned Small Business - Report this code if the concern is a small business owned by a veteran(s). Report all awards to Veteran Owned Small Business including what was reported under code A (Service Disabled Veteran Owned Small Business). See FAR Part 19.
- Code C - Not Veteran Owned Small Business - Report this code to report if the concern is not a small business owned by a veteran(s).

**Item 41. ~~RESERVED FOR FPDS~~ MULTIPLE AWARD CONTRACT FAIR OPPORTUNITY**

Leave blank if Item 18 is coded Y.  
Leave blank if Item 9 is coded G.  
Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report one of the codes below for each action reported:

- Code A - Fair Opportunity Process. Report this code when the delivery/task order award was made pursuant to a process that permitted each contract awardee a fair opportunity to be considered. See FAR Part 16.505(b).
- Code B - Urgency. Report this code when agency need is so urgent that providing fair opportunity would result in unacceptable delays. See FAR Part 16.505(b).
- Code C - One/Unique Source. Report this code when only one contract awardee is capable of providing the supplies or services at the level or quality required because the supplies or services are unique or highly specialized. See FAR Part 16.505(b).

- Code D - Follow on Contract. Report this code when the order was issued on a sole source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order. Do not report this code if all awardees were not given a fair opportunity to be considered for the original order. See FAR Part 16.505(b).
- Code E - Minimum Guarantee. Report this code when it was necessary to place an order to satisfy a minimum amount guaranteed to the contractor. See FAR Part 16.505(b).
- Code F - Not Applicable.

<b>Item 42. DEMONSTRATION PROGRAM</b>
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Non-participating agencies leave Items 42 through 45 blank.

Leave blank if Item 9 is coded Z (GSA or VA).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Participating agencies (See Appendix B) under the Small Business Competitiveness Demonstration Program, established by the Small Business Competitiveness Demonstration Program Act of 1988 (Title VII, PL 100-656), shall complete Items 42-45 in accordance with the following instructions. The Demonstration Program does not apply to contract actions under the Federal Schedule Program.

- Code Y - Yes
- Code N - No

Report code Y for any contract action awarded to US business concerns as a result of a solicitation issued on or after January 1, 1989 under the Demonstration Program for the four ~~four~~ designated industry groups or the ten ~~ten~~ targeted industry categories. This includes small purchases, modifications to contracts resulting from the above solicitations, or delivery orders. See Appendix B for definitions of designated industry groups and targeted industry categories.

Otherwise, report code N.

<b>Item 43. EMERGING SMALL BUSINESS</b>
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Leave blank if Item 9 is coded Z (GSA or VA).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- Code Y - Yes
- Code N - No

Complete only if the contract action is for one of the four ~~four~~ designated industry groups and Item 42 is coded Y. Report code Y if the contractor represents that it is an emerging small business concern. See Appendix B for definition of an emerging small business concern.

Otherwise, report code N.

<b>Item 44. EMERGING SMALL BUSINESS RESERVE AWARD</b>
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Leave blank if Item 9 is coded Z (GSA or VA).  
Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- Code Y - Yes
- Code N - No

Complete only if Item 43 is coded Y.

Report code Y if the contract action (including modifications) resulted from an award that was reserved for an emerging small business concerns. However, contract actions that are modifications within the scope of work of contracts above the emerging small business reserve threshold shall not be reported as emerging small business reserve award. Follow-on awards, limited to one source, shall be coded N. See Appendix B for definition of emerging small business reserve award.

Otherwise, report code N.

<b>Item 45. SIZE OF SMALL BUSINESS</b>
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Leave blank if Item 9 is coded Z (GSA or VA).  
Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Number of Employees      or      Average Annual Gross Revenue

- |                        |  |
|------------------------|--|
| o Code A - 50 or less  | o Code M - \$1,000,000 or less         |
| o Code B - 51 - 100    | o Code N - \$1,000,001 - \$2,000,000   |
| o Code C - 101 - 250   | o Code P - \$2,000,001 - \$3,500,000   |
| o Code D - 251 - 500   | o Code R - \$3,500,001 - \$5,000,000   |
| o Code E - 501 - 750   | o Code S - \$5,000,001 - \$10,000,000  |
| o Code F - 751 - 1,000 | o Code T - \$10,000,001 - \$17,000,000 |
| o Code G - Over 1,000  | o Code Z - Over \$17,000,000           |

Complete only if Item 42 is coded Y and the award is to a small business concern.

Report the code that corresponds to the range of the number of employees or the range of the average annual gross revenue for the small business contractor receiving the award as represented by the contractor in response to the solicitation.

<b>Item 46. RESERVED FOR FPDS</b>
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This item is reserved.





<b>Item 47. OPTIONAL REPORTED DATA ELEMENTS</b>
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This item may be used for agencies to report unique data that the FPDC uses for informational requests. Agencies must notify OFPP of any data, other than that set forth below, to be reported on an optional basis. Agencies must contact the FPDC for codes and layout positions to use when reporting optional data elements. Examples include:

1. DOD Claimant Program Code.
2. DOD System or Equipment Code.
3. NASA - number of multiple procurement actions per transaction.
4. Ethnic Group for Small Disadvantaged Business Concerns

Data on ethnic group shall be reported for DOD only. Report one of the codes below if the contract action is awarded to a small disadvantaged business concern:

- Code A - Subcontinent Asian (Asian-Indian)  
American
- Code B - Asian Pacific American
- Code C - Black American
- Code D - Hispanic American
- Code E - Native American
- Code F - Other SDB (Certified/determined by  
SBA)
- Code Z - No Representation

<b>Item 48. FOR AGENCY INTERNAL USE</b>
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This item is reserved for agencies to collect data for their own internal use. This data need not be reported to FPDS.



<b>C.3 UNIQUE REPORTING REQUIREMENTS</b>
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**a. Reporting Orders under Indefinite Delivery Contracts (except Federal Schedule Contracts) and Basic Ordering Agreements .**

Indefinite delivery contracts (including task order and delivery order contracts) and basic ordering agreements are not reportable to FPDS since the obligations/deobligations are reported on the orders. [See Code C in Item 9 (Kind of Contract Action), for additional guidance.] Procuring agencies are required to provide authorized ordering agencies the necessary data to report a complete ICAR for orders against indefinite delivery contracts (including task and delivery order contracts) and basic ordering agreements.

**b. Reporting Federal Schedule Contracts .**

The General Services Administration (GSA) and Department of Veterans Affairs (VA) shall report required data to establish the federal schedule contracts in the FPDS not later than 30 days following the end of the month in which the schedule was awarded. The data items that must be reported by GSA or VA to load the federal schedule contracts into the federal schedules contract file are shown in column 2 of the following chart entitled "Processing Orders Under Federal Schedule Contracts". This will permit special processing by the FPDC prior to reporting of the orders by the ordering agency during the normal submission schedule in Part II.A.2.

**c. Reporting orders against Federal Schedule Contracts .**

When an order against a federal schedule contract is reported, the ordering agency shall report the data items shown in column 3. The FPDS searches the federal schedules contract file for the schedule contract number. If the contract number is not found, the order report is rejected. If a match is found, the data items shown in column 4 are filled using the data in the federal schedules contract file. Those items and the items reported by the ordering agency (column 3) are placed in the ICAR file for the order.

If an ordering agency reports data shown in column 4, the data will be edited and matched against the federal schedules contract file data. If there is a discrepancy, the ordering agency will be notified by the FPDC. The ordering agency shall be responsible for reconciling the differences with GSA or VA and have those agencies correct the federal schedule contract file. If the ordering agency report is in error, no action is required in the FPDS because the order report will contain the GSA or VA federal schedule contract data.

PROCESSING ORDERS UNDER FEDERAL SCHEDULE CONTRACTS

SF 279 Item Numbers (Column 1)		Required for Load of Federal Schedule Contract (Column 2)	Agencies Report On Order (Column 3)	Automated Fill Process (Column 4)
1.	Reporting Agency	X	X	
2.	Contract Number	X	X	
3.	Modification Number		*	
4.	Contracting Office Code #		X	
5.	Contracting Office	X	X	
6.	Action Date	X	X	
7.	Type of Entry	X	X	
8.	Report Period	X	X	
9.	Kind of Contract Action	X	X	
10.	Dollars		X	
11.	Type of Obligation		X	
12.	Principal Product or Service	X	X	
13.	Principal <u>NAICS</u> <del>SIC</del> Code	X		X
14.	Commercial Item Acquisition	X		X
15.	Contractor Name	X	X	
16.	Contractor Identification Number	X	X	
17.	Place of Performance		X	
18.	Contract for Foreign Government or International Organization		X	
19.	Tariff or Regulated		X	
20.	Performance-Based Service Contracting (PBSC)		X	
21.	Bundling of Contract Requirements <del>(Reserved)</del>	X		X
22.	Country of Manufacture		X	
23.	Synopsis of Procurement Prior to Award	X		X
24.	Type of Contract or Modification	X		X
25.	CICA Applicability	X		X
26.	Solicitation Procedures	X		X
27.	Authority For Other Than F&O Competition	X		X
28.	Number of Offers Received	X		X
29.	Extent Competed	X		X
30.	Type of Contractor	X		
31.	Women-Owned Business	X		X

PROCESSING ORDERS UNDER FEDERAL SCHEDULE CONTRACTS

SF 279 Item Numbers (Column 1)	Required for Load of Federal Schedule Contract (Column 2)	Agencies Report On Order (Column 3)	Automated Fill Process (Column 4)
32. HUBZone Small Business Concern	X		X
33A. HUBZone Program	X		X
33B. Small Disadvantaged Business Programs	X		X
33C. Other Preference Program	X		X
33D. HUBZone Price Evaluation Preference Percent Difference	X		X
33E. Small Disadvantaged Business Price Evaluation Adjustment Percent Difference	X		X
34. Subcontracting Plan	X		X
35. Subject to Labor Statutes	X		X
36. Estimated Contract Completion Date	X	X	
37. Contractor's TIN	X**		X**
38. Common Parent's Name	X**		X**
39. Common Parent's TIN	X**		X**
40. <u>Veteran Owned Small Business</u>	<u>X</u>		<u>X</u>
41. <u>Multiple Award Contract Fair Opportunity</u>	<u>X</u>		<u>X</u>

\* Required for modifications to orders by the reporting agency only.

\*\* See Instructions and edits for Items 36, 37, and 38 to determine when they are required.

**NOTE: Changes to Federal Schedules must be made by correcting records only.**



**d. Consolidated Reports (DOD Only)**

- (1) Orders placed against indefinite delivery contracts awarded by the Defense Fuel Supply Center, the Defense General Supply Center (for petroleum and petroleum products), and the Military Sealift Command (for ocean transportation). The estimated value of the orders to be placed in each fiscal year against each contract is reported on a separate SF 279 in the appropriate fiscal year by the DOD central data collection point.
- (2) Air Mobility Command awards for international airlift services. These actions are reported by the DOD central data collection point at the end of each operating month by the issuance of one master SF 279 for each airlift contract.
- (3) Utilities vouchers processed by the U.S. Army Contracting Command, Europe (USACCE), for the purchase of utilities from municipalities, such as gas, electricity, water, sewage, steam, snow removal, and garbage collection. These actions are consolidated monthly and the cumulative dollar amount reported on a separate SF 279 by the DOD central data collection point.
- (4) Orders placed by Defense Commissary Agency for resale items in excess of \$25,000. Orders under each contract shall be consolidated monthly and cumulative dollar amounts reported by the DOD central data collection point on a single SF 279 for each contract.
- (5) Orders under communications service agreements for local dial tone services may be consolidated in accordance with DOD instructions.

**e. Multiple Reporting (DOD Only)**

A separate report is submitted for each part of a single action which involves:

- (1) More than one type of contract (such as cost-plus-incentive fee with cost-plus-award fee provisions) and the non-predominant portion exceed \$500,000.
- (2) Funds held in trust accounts for foreign governments or international organizations (including Foreign Military Sales) or procurements for foreign governments or international organizations regardless of the nature of the funds.
- (3) Multiple definitive actions with the same contract number (e.g. reporting unclassified information on classified contracts or actions under master ship repair agreements). Under such circumstances, DOD may report the DD350 number

in Item 3 on the SF 279 to create a unique record for each contract action.

**f. Telecommunications from Regulated Carriers**

Contract actions for telecommunications from regulated carriers shall be reported. Contract actions may be aggregated by regulated carrier using one SF 279 for each carrier so long as the contract actions are reported within the fiscal year.

**g. Reporting Purchases from UNICOR**

Purchases from Federal Prison Industries, i.e., UNICOR, are considered intergovernmental transfers. Agencies shall report contract actions with UNICOR in accordance with the General Reporting Requirements in Part III.B of this Manual. Orders for UNICOR products from the GSA Stock Program are not reportable as these are purchases from GSA. Special reporting requirements are as follows:

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
4.	Contracting Office Order Number	15	Must have entry if Item 9 is E, F, G, or L. Must be blank if Item 9 is A, B, C, or Z. May be blank if Item 9 equals D. Must be left justified. Must not include embedded spaces or special characters.
5.	Contracting Office	5	Must be 5 characters. Must be on agency Contracting Office table for agency code in Item 1.
6.	Action Date (CCYYMM)	6	Must be numeric. Cannot be greater than current quarter and year. Month must be 01 through 12. Year cannot be less than 5 years from the current fiscal year.
7.	Type of Data Entry	1	Must be A, B, or C only. If A, must not have duplicate key items. If B or C, must match key on ICAR master file.
8.	Report Period (CCYYQ)	5	Must be numeric. Cannot be greater than current quarter and year. FY cannot be less than 5 years from the current FY. Q must be 1, 2, 3, or 4.
9.	Kind of Contract Action	1	Must have valid code. If equal D, Item 25 must equal B, E, or blank.
10.	Dollars Obligated or Deobligated this Action	8	Must be numeric, or must be blank if Item 9 equals Z. Must be right justified.
11.	Type of Obligation	1	Must be A or B, or must be blank if Item 9 equals Z. If B, Item 2 must match ICAR on ICAR master file.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
12.	Principal Product or Service	4	Must be valid code from PSC table, or must be blank if Item 9 equals Z. If Item 12 equals A---, Item 9 cannot be G. If Item 20 equals Y, must begin with 'A' through 'X' excluding 'C' or 'S1'.
13.	Principal <u>North</u> <u>American</u> <u>Industry</u> <del>Standard</del> <del>Industrial</del> Classification System (NAICS) Code	<u>6</u>	Must be valid code from <u>NAICS</u> <del>SIC</del> table. May be blank if Item 9 equals G. If Item 20 equals Y, <u>NAICS</u> <u>musts not begin with '233'</u> <u>(except for 233110), '234',</u> <u>or '235' in the first three</u> <u>positions.</u> <del>SIC must not begin</del> <del>with '15', '16', or '17'.</del>
14.	Commercial Item Acquisition	1	Must be Y or N, or may be blank if Item 9 equals G. Must be Y if Item 25 equals E. If equal Y and Item 18 = N, then Item 24 must equal J or K. If equal Y and Item 18 = Y, then Item 24 must be blank.
15.	Contractor Name	30	Must not be blank. Must be left justified.
16.	Contractor Identification Number (DUNS)	9	Must be nine (9) character numeric. Must not be blank. Must pass check digit routine. (See Appendix E.) Must not be on the invalid table of the Contractor Information File (CIF).

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
17.	Principal Place of Performance	9	State and US outlying area codes must be valid codes from FIPS 55 unless foreign country has valid entry. City code must have valid code from FIPS 55 if there is valid state code. If state equals 11, then city code must equal 50000. Country must be blank unless State code is blank, then must have valid entry from FIPS 10. Must be blank if Item 9 equals Z.
18.	Contract for Foreign Government or International Organization	1	Must be Y or N, or must be blank if Item 9 equals Z. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
19.	Tariff or Regulated (Pre-CICA)	1	Must be Y or N, or blank. If Y or N, then Item 25 must equal D. Must be blank if Item 9 equals Z. Must be blank if Item 18 equals Y. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
20.	Performance- Based Service Contract (PBSC)	1	Must be Y or N. Must be blank if Item 9 equals Z. Must be blank if Item 18 equals Y. If Y, then PSC must begin with 'A' through 'X' excluding 'C' and 'S1'. <u>If Y, then NAICS must not begin with '233' (except for 233110), '234', or '235' in the first three positions.</u> If Y, then action date must be equal to or greater than October 2000. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
21.	Bundling of Contract Requirements	1	<p>Must be Y or N or blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p><del>If completed then action date must be greater than October 2000.</del></p> <p><u>If completed then action date must be greater than October 2000.</u></p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
22.	Country of Manufacture	2	<p>Must be valid code from FIPS 10, or must be blank if Item 9 equals Z or if Item 18 equals Y.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
23.	Synopsis of Procurement Prior to Award	1	<p>Must be A, B, or C, or must be blank if Item 18 equals Y.</p> <p>If equal B and Item 25 equals A, then Item 27 must be coded H.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
24.	Type of Contract or Modification	1	<p>Must have valid code or must be Blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
25.	CICA Applicability	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equals A, then Item 6 must be greater than March 1985.</p> <p>If equal B, then Item 9 must be D, H, J, or K.</p> <p>If equal B, C, or D, then Items 26, 27, and 28 must be blank.</p> <p>If equal B, then Item 34 must be B and Item 4 may be blank.</p> <p>If equal E, then Item 26 and 27 must be blank.</p> <p>If equal E, then Item 28 must have a valid entry and Item 14 must be equal Y.</p> <p>If equal E, then Item 34 must be A or B.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
26.	Solicitation Procedures	1	<p>Must have valid code if Item 25 equals A or must be blank if Item 25 is coded B, C, D, or E. Must be blank if Item 18 equals Y.</p> <p>If equal A-K, then Item 27 must be blank and Item 29 must be A. If equal A through G, then Item 33A must be C, D, or E. If equal A through <u>C</u>, then Item 33B must be D, E, or F. If equal E, then Item 12 must be A---.</p> <p>If equal D, then Item 12 must be a valid service code. If equal K, then Item 30 must be A or B. If equal L, then Item 27 must have a valid entry and not be blank.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>



ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
33C.	Other Preference Programs	1	<p>Must be blank if Item 18 equals Y.</p> <p>Must be blank if Item 33A equals A through D.</p> <p>Must be blank if Item 33B equals A through E.</p> <p>If equal A, then Item 30 must be D.</p> <p>If equal B, then Item 30 must be A or B.</p> <p>If equal C, then Item 30 must be A.</p> <p>If equal D, then Item 33A must be E and Item 33B must be F.</p> <p>If equal D, then Item 33D and Item 33E must be 00 <u>or blank</u>.</p> <p>If equal E, then Item 30 must be A or B.</p> <p>If equal E, Item 10 cannot be greater than \$50,000.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
33D.	HUBZone Price Evaluation Preference Percent Difference	2	<p>If Item 33D has an entry, then Item 9 must be A, C, or D.</p> <p>Must be greater than 00 if Item 33A equals C or D.</p> <p><u>Must be 00 or blank if Item 33A equals A, B, or E.</u></p> <p>Must not be greater than 10.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals H.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
33E.	Small Disadvantaged Business Price Evaluation Adjustment Percent Difference	2	If Item 33E has an entry, then Item 9 must be A, C, or D. Must be greater than 00 if Item 33A is D or Item 33B is D. Must not be greater than 10. Must be 00 or blank if Item 33A equals A, B, C, or E. Must be blank if Item 18 equals Y. May be blank if Item 9 equals H. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
34.	Subcontracting Plan	1	Must be A or B; or must be blank if Item 18 equals Y. Must be B if Item 30 equals A or B. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
35.	Subject to Labor Statutes	1	Must have valid code or must be blank if Item 18 equals Y. If A, C, or D, then Item 30 cannot equal <del>H-O-F</del> M. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
36.	Estimated Contract Completion Date (CCYYMM)	6	<p>Must be numeric or may be blank if Item 37 is blank.</p> <p>Must be completed if Item 9 equals G.</p> <p>Month must be 01 through 12.</p> <p>Year must be four (4) digit numeric.</p> <p>Must be equal or greater than Item 6, except if Item 9 equals H, J, or K.</p> <p>Cannot be later than 25 years after the date in Item 6, except for leases (PSC X---) and utilities (PSC S---).</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
37.	Contractor TIN	9	<p>Must be nine (9) digit numeric code or blank.</p> <p>Must not include hyphens.</p> <p>Must not equal all 9's.</p> <p>Must not equal all zeros.</p> <p>May be blank if Item 30 equals H, J, K, or L.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
38.	Common Parent's Name	30	<p>Must be left justified.</p> <p>May be blank.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
39.	Common Parent's TIN	9	<p>Must be nine (9) digit numeric code or blank.</p> <p>Must not include hyphens.</p> <p>Must not equal all 9's.</p> <p>Must not equal all zeros.</p> <p>Must be blank if Item 38 is blank.</p> <p>Must not be blank if Item 38 is blank.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
40.	<u>Veteran Owned</u> <u>Small</u> <u>Business</u> <del>Reserved for FPDS</del>	1	<p><del>Must be blank (Reserved).</del> <u>Must be A, B, C, or blank.</u></p> <p><u>Must be blank if Item 9 equals G.</u></p> <p><u>If A or B then Item 30 must be A or B.</u></p> <p><u>Must be blank if Item 18 equals Y.</u></p> <p><u>If completed then action date must be greater than October 2000.</u></p> <p><u>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</u></p>
41.	<del>Reserved for FPDS</del> <u>Multiple</u> <u>Award</u> <u>Contract Fair</u> <u>Opportunity</u>	1	<p><u>Must be A through F, or blank.</u></p> <p><u>Must be blank if Item 9 equals G.</u></p> <p><u>Must be blank if Item 18 equals Y.</u></p> <p><u>If A through E, then Item 9 must be L.</u></p> <p><u>If F then Item 9 must not be L.</u></p> <p><u>If completed, then action date must be greater than October 2000.</u></p> <p><u>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</u></p>

~~Must be blank (Reserved).~~

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
42.	Demonstration Program	1	<p>Must be Y, N, or blank.  Must be blank if Item 9  equals G or Z.  Must be blank if Item  18 equals Y.  If Y or N, must be a  participating agency.  If a participating agency,  must be Y or N except when  Item 9 equals G or Z.  If equal Y, then Item 6  must be greater than or  equal to 198901.  If Y and Item 13 equals  233 (except for 233110),  234, or 235 in the first  three positions, <del>15, 16,</del>  <del>or 17 in first two</del>  <del>positions,</del> Item 12 must  not be numeric in first  position.  If equal Y, Item 30 must  be A, B, or C.  If equal Y and Item 13 is  coded 541310, 541330,  541360, or 541370 <del>7389,</del>  <del>8711, 8712, or 8713</del> and  Item 12 is equal C in  first position or T002,  T004, T008, T009, T014,  or R404.  Must be blank if Item 16  is the DUNS which  represents Federal  Industries, i.e., UNICOR.</p>
43.	Emerging Small Business	1	<p>Must be Y, N, or blank.  Must be blank if Item 18  equals Y.  If Y, Item 30 must be A or  B.  If Y or N, Item 42 must be  Y.  If N, Item 44 must be blank.  If Y, Item 44 must be Y or  N.  Must be blank if Item 16 is  the DUNS which represents  Federal Industries, i.e.,  UNICOR.</p>





ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
44.	Emerging Small Business Reserve Award	1	Must be Y, N, or blank. Must be blank if Item 18 equals Y. If Y, then Items 33A must equal E, 33B must equal F, and 33C must equal D. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
45.	Size of Small Business	1	Must be valid code or blank. Must be blank if Item 18 equals Y. If Item 42 coded Y and Item 30 is coded A or B, must have a valid code. Must be blank, if Item 30 is not equal to A or B. Must be blank if Item 42 is not equal to Y. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
46.	Reserved for FPDS	10	Must be blank (Reserved).
47.	*Optional Reported Data Elements	100	No special characters. May be blank if item 18 equals Y. May be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
48.	For Agency Internal Use		Not edited.

\*Must be approved by OFFP and format agreed to by FPDC. See next  
page for approved formats.



C5. INPUT SPECIFICATIONS
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The FPDC will no longer accept hard copy reports and magnetic tapes. All data should be input via on-line, FTP (File Transfer Protocol), or diskette. If your agency does not have the resources available to input your reports, please notify the FPDC to make arrangements for the use of our facilities.

Individual Contract Action Reports and Summary Contract Action Reports may be submitted as follows:

1. Floppy Disk. There are no other standards for submitting data on floppy disk other than that mentioned in the Data Transmittal Memorandum instructions in Part III.A of this manual.
2. FTP (File Transfer Protocol). There are no other standards for submitting data on FTP other than that mentioned in the Data Transmittal Memorandum instructions in Part III.A of this manual. The FTP address is 159.142.126.6.
3. On-Line Processing. The FPDS On-Line System is available to all agencies for both initial submissions and error corrections. FPDS On-Line System documentation and training are available.
4. Electronic Submissions. FPDS telecommunications requirements are as follows:
  - a. IBM compatible PC with modem or internet connection (FPDC will provide the required software);
  - b. or, internet connection with world wide web browser (any platform);
  - c. and, a mouse (with a DOS driver if on a PC but not running windows).

<b>C.6. INPUT RECORD (SF 279)</b>
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ITEM #	DATA ELEMENTS	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
1.	Reporting Agency	AN	4	1-4
2.	Contract Number	AN	15	5-19
3.	Modification Number	AN	4	20-23
4.	Contracting Office Code #	AN	15	24-38
5.	Contracting Office	AN	5	39-43
6.	Action Date (CCYYMM)	N	6	44-49
7.	Type of Entry	A	1	50
8.	Report Period (CCYYQ)	N	5	51-55
9.	Kind of Contract Action	A	1	56
10.	Dollars Obligated or Deobligated this Action	N	8	57-64
11.	Type of Obligation	A	1	65
12.	Principal Product or Service	AN	4	66-69
13.	Principal <del>SIC</del> <u>NAICS</u> Code	N	<del>44</del> 6	70-75 <del>33</del>
14.	Commercial Item Acquisition	A	1	76 <del>44</del>
15.	Contractor Name	AN	30	77 <del>55</del> - 106 <del>44</del>
16.	Contractor Identification Number	N	9	107 <del>55</del> - 115 <del>33</del>
17.	Principal Place of Performance Or Foreign Country	N  A	7  2	116 <del>44</del> - 122 <del>00</del> 123 <del>11</del> - 124 <del>22</del>
18.	Contract for Foreign Government or International Organization	A	1	125 <del>33</del>
19.	Tariff or Regulated	A	1	126 <del>44</del>
20.	Performance-Based Service Contracting (PBSC)	A	1	127 <del>55</del>
21.	Bundling of Contract Requirements <del>-(Reserved)-</del>	A	1	128 <del>66</del>
22.	Country of Manufacture	A	2	129 <del>77</del> - 130 <del>28</del> 28
23.	Synopsis of Procurement Prior to Award	A	1	131 <del>29</del> 29
24.	Type of Contract or Modification	A	1	132 <del>00</del>
25.	CICA Applicability	A	1	133 <del>11</del>
26.	Solicitation Procedures	A	1	134 <del>22</del>
27.	Authority for Other Than Full and Open Competition	A	1	133 <del>5</del>
28.	Number of Offers Received	A	1	134 <del>6</del>
29.	Extent Competed	A	1	135 <del>7</del>
30.	Type of Contractor	A	1	136 <del>8</del>
31.	Women-Owned Business	A	1	137 <del>9</del>
32.	HUBZone Small Business Concerns	A	1	138 <del>40</del>
33A.	HUBZone Program	A	1	139 <del>41</del>
33B.	Small Disadvantaged Business	A	1	140 <del>2</del>

ITEM #	DATA ELEMENTS	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
	Programs			
33C.	Other Preference Programs	A	1	14 <del>1</del> <u>3</u>
33D.	HUBZone Price Evaluation Preference Percent Difference	AN	2	14 <del>2</del> <u>4</u> -14 <del>3</del> <u>5</u>
33E.	Small Disadvantaged Business Price Evaluation Adjustment Percent Difference	AN	2	14 <del>4</del> <u>6</u> -14 <del>5</del> <u>7</u>
34.	Subcontracting Plan	A	1	14 <del>6</del> <u>8</u>
35.	Subject to Labor Statutes	A	A	14 <del>7</del> <u>9</u>
36.	Estimated Contract Completion Date (CCYYMM)	N	6	14 <del>8</del> <u>5</u> <u>0</u> - 15 <del>3</del> <u>5</u>
37.	Contractor's TIN	N	9	15 <del>4</del> <u>6</u> -16 <del>2</del> <u>4</u>
38.	Common Parent's Name	AN	30	16 <del>3</del> <u>5</u> -19 <del>2</del> <u>4</u>
39.	Common Parent's TIN	N	9	19 <del>5</del> <u>3</u> -20 <del>1</del> <u>3</u>
40.	<u>Veteran Owned Small Business (VOSB)</u>	<del>A</del> <u>A</u>	<del>1</del> <u>1</u>	20 <del>2</del> <u>4</u>
41.	<u>Multiple Award Contract Fair Opportunity</u>	<u>A</u>	<u>1</u>	20 <del>3</del> <u>5</u>
42.	Demonstration Program	A	1	20 <del>4</del> <u>6</u>
43.	Emerging Small Business	A	1	20 <del>5</del> <u>7</u>
44.	Emerging Small Business Reserve Award	A	1	20 <del>6</del> <u>8</u>
45.	Size of Small Business	A	1	20 <del>7</del> <u>9</u>
46.	Reserved for FPDS		10	21 <del>0</del> <u>8</u> <u>0</u> - 21 <del>7</del> <u>9</u>
47.	Optional Reported Data Elements	AN	*	21 <del>8</del> <u>2</u> <u>0</u> -
48.	For Agency Internal Use			

\*Must be approved by OPFF and format agreed to by FPDC.

The formats for Item 47. Optional Reported Data Elements are as follows:

FORMAT - ALL AGENCIES EXCEPT NASA AND DOD

DATA ELEMENT	TYPE DATA	NO. OF POSITIONS	RECORD POSITIONS	EDITS
Funding Agency	AN	4	220-223	Must be on agency/ subagency table (FIPS 95) or blank.
Requesting Office Code (Reserved)	AN	6	224-229	Reserved.
Reserved	AN	15	230-244	Must be blank (Reserved).

FORMAT - NASA

DATA ELEMENT	TYPE DATA	NO. OF POSITIONS	RECORD POSITIONS	EDITS
Funding Agency	AN	4	220-223	Must be on agency/ subagency table (FIPS 95) or blank.
Requesting Office Code (Reserved)	AN	6	224-229	Reserved.
Reserved	AN	15	230-244	Must be blank (Reserved).
Number of Multiple Procurement Actions per Transactions	N	2	245-246	Must be number from 01 through 99.

FORMAT - DOD

DATA ELEMENT	TYPE DATE	NO. OF POSITIONS	RECORD POSITIONS	EDITS
Funding Agency	AN	4	220-223	Must be on agency/ Subagency table (FIPS 95) or blank
Requesting Office Code (Reserved)	AN	6	224-229	Reserved.
Reserved	AN	15	230-244	Must be blank (Reserved).
DOD Claimant Program Code	AN	3	245-247	Must be on the table provided by DOD.
DOD Service	AN	1	248	Must be on the table provided by DOD.
DOD System or Equipment Code	AN	3	249-251	Must be on the table provided by DOD.
DD 350 Number	AN	6	252-257	Not edited.
Ethnic Group for Small Disadvantaged Business Concerns	A	1	258	Must be on the table provided by DOD.

These formats are effective with data for Fiscal Year 2001 starting October 1, 2000. If you have any additional questions please contact FPDC.

**LINE 15 - 8(A) CONTRACT AWARDS**

Report the total actions and net dollars for awards made under Section 8(a) of the Small Business Act pursuant to FAR 19.8.

**LINE 16 - SMALL DISADVANTAGED BUSINESS SET-ASIDE**

Report the total actions and net dollars for awards made under the small disadvantaged business set-aside program pursuant to FAR Part 19.

**LINE 17 - SMALL DISADVANTAGED BUSINESS CONCERNS**

Report the total actions and net dollars to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. Note that this includes all 8(a) concerns (which are reported under line 15 above) but excludes minority-owned large business concerns. This also includes HUBZone small disadvantaged business concerns and Indian reservations.

**LINE 18 - HBCU/MI**

Report the total actions and net dollars to historically black colleges and universities, or minority institutions. See Appendix B for definitions and Appendix F for the web site address.

**LINE 19 - HUBZONE PROGRAM**

Report the total actions and net dollars under the HUBZone program pursuant to FAR 19.13.

**LINE 20 - HUBZONE SMALL BUSINESS CONCERNS**

Report the total actions and net dollars made to all HUBZone small business concerns. See FAR 19.001 for definition of HUBZone small business concern.

**LINE 21 - WOMEN-OWNED SMALL BUSINESS CONCERNS**

Report the total actions and net dollars to women-owned small business concerns as represented in response to FAR 52.219-1.

**LINE 22 - JWOD NONPROFIT AGENCY**

Report the total actions and net dollars to a non-profit agency employing people who are blind or severely disabled (referred to as JWOD Participating Nonprofit Agency) as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act (JWOD).

LINE 23 - SERVICE DISABLED VETERAN OWNED SMALL BUSINESS

Report the total actions and net dollars to a small business owned by a service disabled veteran. See FAR Part 19.

LINE 24 - VETERAN OWNED SMALL BUSINESS (VOSB)

Report the total actions and net dollars to all veteran owned small businesses. This should include total actions and net dollars included in Line 23. See FAR Part 19.

**D.5 DELETING/CHANGING REPORTS**

Submit a new SF 281 report completely filled out and marked "REVISED". All of the original input data will be eliminated and the "REVISED" data will replace it.

**D.6 INPUT SPECIFICATIONS**

**Data submitted on-line only. Hard copies, magnetic tape, and diskette are not acceptable.**

**D.7 SF 281 EDIT SPECIFICATIONS**

- |    |                         |  |
|----|-------------------------|--|
| A. | Report Period           | Report period covered in submission to FPDC.<br>FY = Fiscal Year - four (4) numeric digits.<br>QTR = Quarter - one (1) numeric digit.<br>Valid digits are 1, 2, 3, 4.<br>Example: 1 <sup>st</sup> quarter of fiscal year 2000 = (FY) 2000 (QTR) 1. |
| B. | Report Type             | Must not be blank<br>If marked "revision" an original report must be on the SF 281 master table. If marked "original", a matching report must not be on the SF 281 master table.   |
| C. | Reporting Agency Code   | Four (4) digit numeric agency code from FIPS 95 (Code for Identification of Federal and Federally-Assisted Organizations).   |
| D. | Reporting Agency Name   | Must be completed - used to verify reporting agency code.  |
| E. | Contracting Office Code | Not edited by FPDC, since each agency submits a summary report. For agency use only.   |
|    | Contracting Office      | Not edited by FPDC. For agency use only.   |

Name

	<u>DATA ELEMENT</u>	<u>EDIT SPECIFICATIONS</u>
15	8(a) Contract Award	<p>Line 15(a) must be less than or equal to line 8(a) and line 15(b) must be less than or equal to line 8(b).</p> <p>Line 15(a) must be less than or equal to line 14(a) and line 15(b) must be less than or equal to line 14(b).</p> <p>Line 15(a) must be less than or equal to line 17(a) and line 15(b) must be less than or equal to line 17(b).</p>
16	Small Disadvantaged Business Set-Aside	<p>Line 16(a) must be less than or equal to line 8(a) and line 16(b) must be less than or equal to line 8(b).</p> <p>Line 16(a) must be less than or equal to line 14(a) and line 16(b) must be less than to equal to line 14(b).</p> <p>Line 16(a) must be less than or equal to line 17(a) and line 16(b) must be less than or equal to line 17(b).</p>
17	Small Disadvantaged Business Concerns	<p>The sum of lines 15 and 16 in column (a) and (b) must be less than or equal to line 17 in column (a) and (b), respectively.</p> <p>Line 17(a) must be less than or equal to line 8(a) and line 17(b) must be less than or equal to line 8(b).</p> <p>Line 17(a) must be greater than or equal to line 16(a) and line 17(b) must be greater than or equal to line 16(b).</p> <p>Line 17(a) must be less than or equal to line 14(a) and line 17(b) must be less than to equal to line 14(b).</p>
18	HBCU/MI	<p>Line 18(a) must be less than or equal to line 8(a) and line 18(b) must be less than or equal to line 8(e).</p>

	<u>DATA ELEMENT</u>	<u>EDIT SPECIFICATIONS</u>
19	HUBZone <del>Competitive</del> <del>Set-Aside</del> Program	Line 19(a) must be less than or equal to line 8(a) and line 19(b) must be less than or equal to line 8(b). Line 19(a) must be less than or equal to line 14(a) and line 19(b) must be less than or equal to line 14(b). Line 19(a) must be less than or equal to line 20(a) and line 19(b) must be less than or equal to line 20(b).
20	HUBZone Small Business Concerns	Line 20(a) must be less than or equal to line 8(a) and line 20(b) must be less than or equal to line 8(b). Line 20(a) must be less than or equal to line 14(a) and line 20(b) must be less than or equal to line 14(b).
21	Women-Owned Small Business Concerns	Line 21(a) must be less than or equal to line 8(a) and line 21(b) must be less than or equal to 8(b). Line 21(a) must be less than or equal to line 14(a) and line 21(b) must be less than or equal to line 14(b).
22	JWOD Nonprofit Agency	Line 22(a) must be less than or equal to line 8(a) and line 22(b) must be less than or equal to line 8(e).
23	<del>S</del> Service Disabled Veteran Owned Small Business	Line 23(a) must be less than or equal to 8(a) and line 23(b) must be less than or equal to line 8(b). Line 23(a) must be less than or equal to line 24(a) and line 23(b) must be less than or equal to line 24(b) <del>+</del> .
24	<del>V</del> Veteran Owned Small Business	Line 24(a) must be less than or equal to 8(a) and line 24(b) must be less than or equal to line 8(b). Line 24(a) must be greater than or equal to line 23(a) and line 24(b) must be greater than or equal to line 23(b) <del>+</del> .

## APPENDIX B

### GLOSSARY OF DEFINITIONS AND ABBREVIATIONS

1.	Basic Ordering Agreement (BOA)
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A basic ordering agreement is not a contract. A basic ordering agreement is a written instrument of understanding, negotiated between the government and contractor that contains (a) terms and clauses applicable to future contracts (orders) between the parties during its term; (b) a description, as specific as practicable, of supplies or services to be provided; and (c) methods for pricing, issuing and delivering future orders. Each order against a BOA is a separate contract. Federal schedule contracts are not Basic Ordering Agreements.

2.	CICA – Competition in Contracting Act
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3.	Contract Action
----	-----------------

Any contractual action to obtain supplies, services, or construction from sources outside the Federal Government which obligates or deobligates funds including the award of the contract; an order against an existing indefinite-delivery contract, basic ordering agreement or Federal schedule contract; or a modification of a contract or order such as for additional work, funding action, change order, termination or cancellation. The establishment of tariff schedules for communications and shipping is not considered a contract action.

4.	Designated Industry Groups
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The following designated industry groups are covered by the Small Business Competitiveness Demonstration Program:

- **Construction under the North American Industry Classification System (NAICS) codes that comprise:**

Subsector 233 (Building, Developing and General Contracting) (excluding 233110, Land Subdivision and Land Development),  
Subsector 234\_ (Heavy Construction), or  
Subsector 235 (Special Trade Contractors).

This excludes dredging – FPDS service codes Y216 and Z216;

- Refuse systems and related services under North American Industry Classification System (NAICS) codes that comprise:

Subsector 562111 (Solid Waste Collection);  
Subsector 562119 (Other Waste Collection); or  
Subsector 562219 (Other Nonhazardous Waste Treatment and Disposal).

This is limited to FPDS service code S205;

- Architectural and engineering (A&E) services (including surveying and mapping) under North American Industry Classification System (NAICS) codes that comprise:

Subsector 541310 (Architectural Services);  
Subsector 541330 (Engineering Services);  
Subsector 541360 (Geophysical Surveying and Mapping Services); or  
Subsector 541370 (Surveying and Mapping [except Geophysical] Services).

This is limited to FPDS service codes C111 through C216, C219, T002, T004, T008, T009, T014, and R404) awarded under the qualification-based selection procedures required by 40 USC 541 et seq (the Brooks A-E Act); and

- Non-nuclear ship repair – ship repair (including overhauls and conversions) performed on non-nuclear propelled and non-propelled ships under North American Industry Classification System (NAICS) code

~~Subsector 48839 (Other Support Activities for Water Transportation)~~ or  
 Subsector 336611 (Ship Building and Repairing).

This is limited to FPDS service codes J998 (repair performed east of the 108<sup>th</sup> meridian) and J999 (repair performed west of the 108<sup>th</sup> meridian).

5. Emerging Small Business
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A small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry Classification System (NAICS) code assigned to a contracting opportunity. The size standard for determining small businesses are set forth in FAR Part 19.

6. Emerging Small Business Reserve Awards
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Contract awards with an estimated value greater than \$2,500 but equal to or less than \$25,000 (including actions under simplified acquisition procedures), or such higher amount as set by OFPP pursuant to Section 712(b)(2) of the Business Opportunity Development Reform Act of 1988 (PL 100-656) that are reserved for exclusive competition among emerging small business firms for the procurement

of construction, A&E services (including surveying and mapping), refuse systems and related services, and non-nuclear ship repair. Modifications to contracts having an initial value over the reserve threshold do not fall within the emerging small business reserve program.

7. Executive Agency
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An executive department, military department, or independent establishment within the meaning of Sections 101, 102, and 104(1) of Title 5, United States Code, or a wholly owned Government corporation within the meaning of 31 USC 9101.

8. Federal Schedule Contract
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A simplified process of acquiring commonly used supplies and services (including automatic data processing equipment and services) in varying quantities at lower prices while obtaining discounts associated with volume buying. There are three types of federal schedule contracts: single-award, multiple award, and new item introductory schedules. Although GSA awards most schedule contracts, GSA may authorize other agencies to award schedules; e.g., the Department of Veterans Affairs.

9. FIPS – Federal Information Processing Standards
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10. Follow-On Contract
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A new procurement (whether by separate new contract or a modification outside the scope of the original contract) placed with a particular contractor to continue a specific program, where placement was necessitated by prior decisions. One example is when, by force of circumstances, additional work is awarded to a contractor who was just completing a research and development contract in the same program. Other examples include contracts for support equipment, maintenance support equipment, maintenance support, technical representatives, or spare parts that have been awarded without competition to the contractor who furnished the original equipment.

11. FPDC – Federal Procurement Data Center
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12. FPDS – Federal Procurement Data System
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